

(Farm name) _____ (Farm address) _____		
Date Created:	(Title) _____	Last Reviewed:
Version #: 0.1	Prepared By:	Last Updated:

**SOP** \_\_ (# of the SOP): \_\_\_\_\_ (title of the SOP)

**Purpose:** *(What is the purpose of the SOP?)*

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**Materials Needed:** *(What materials do you need to complete these tasks?)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Assigned to:** *(Who is responsible for doing which parts of this SOP?)*

<i>Person or position:</i>	<i>Responsibilities:</i>
•	_____
•	_____
•	_____
•	_____

**Procedure:** *(What steps need to be done to complete this task/process? Include the frequency and where it needs to happen.)*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

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- 6.
- 
- 7.
- 
- 8.
- 
- 9.
- 
- 10.
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- 11.
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- 12.
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**Verification and Documentation:** *(How will you verify that this procedure has been followed properly? Where will any necessary documentation be recorded? Who will check it?)*

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Reviewed By:	Signature:	Date:
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